

**Washington Traffic Records Committee
Minutes from 3 January 2005**

**Shawn Berry – WSP
Don Fernandes – DOH
Nadine Jobe – WSDOT
Roger Kraft – FMCSA
Brian Limotti – WSDOT
Randy McKown – AOC
Chris Madill - WTSC
Dirk Marler – AOC**

**Marcia Marsh – WTSC
Mike Martin – DOL
Warren Stanely – DOT
Paul Sullivan – WSDOT
Joanne Thompson – DOL
Robert Veliz – WSP
Anna Yamada – WSDOT**

FHWA's Safety Policy Team Liana Liu

Liana was unable to attend the meeting therefore the FHWA's Safety Policy Team Presentation will be rescheduled.

Electronic Collision Reporting Standards - Brian Limotti

Information & Discussion

Brian reported that the group has reached consensus and has finalized a business process flow. This will contribute to the eTRIP RFP. Brian added that the issue of having a unique identifier is moving towards being independent of the existing 7 digit number, allowing it to be assigned at a later time. In planning for this unique identifier, the group is working to strike a balance to bring quality information without bogging down state offices. Brian expect to conduct one more meeting to work on AOC/WSP/DOL guidelines and as the computer application is built it will move into the next phase. A final document is being prepared for circulation to this committee. Nadine stated that DOT would be most efficient to have one form.

PTCR Revision - Brian Limotti

Information and Discussion

Handouts with proposed changes to the Police Traffic Collision report (PTCR) form were circulated to the committee. The following constitutes the proposed changes in the work field zone:

- 1) Put field on form itself to collect location of the collision in relation to the work zone, rather than the presence of workers.
- 2) Define through an inventory or type of work zone (state highway system is fine, county roads will be tough to define).
- 3) Add space (on the form) for a check box to indicate if the collision occurred on a roadway within a tribal reservation.

A discussion was held about the third aspect of this proposed change: is it legal to identify or label if a collision has occurred on a reservation? Shawn Berry suggested the Attorney General's office be consulted. Internal recommendations suggested discussion on this issues continue in order to make a solid decision.

Another proposed change has to do with a suggestion from the Clark Co. Sheriff's Office. The proposed change would eliminate one of the Driver information supplements. This form helps explain why an individual was retested/reexamined. The committee was reminded that DOL needs a collision report or citation to re-exam or retest. Officer Berry confirms you will not get rid of the form because it serves various purposes for users.

Another topic in the proposed changes was the ejection path. Ejection path information is valuable to WTSC staff. It was proposed data only be collected regarding fatal collisions. Lt. Berry said to identify the ejection path can be very difficult and not a piticularly good idea because most officers are not trained to make that kind of judgment at a crash site. He adds there are four levels of training (most officers only go through the first two):

1. basic collision
2. advanced collision
3. technical accident and
4. reconstruction

The committee discussed the many variables in determining the ejection path. Having a pick list (i.e., through windshield, through back window) was not recommended, it puts the officers in a box as to how they can respond, often without sufficient information. Further discussion was recommended. Marcia will obtain NHTSA information to learn how they are handling specific aspects of this data collection issue in other states and report to this committee.

Action

Brian will circulate a document to Chris by the end of the month. It can then be circulated to the TRC members toward final decisions regarding proposed changes.

Project Timelines and Cost Schedules - Chris Madill

Discussion and Information

Reauthorization - NHTSA is implementing new rules in order to have improved oversight of new Section 412 Traffic Records funds. These new guidelines will require that states include more detail in their strategic plan as to how money will be spent. This requires that we have the projects defined and prioritized with associated costs and timelines. Chris created a document and passed it out in the meeting. The document captured the project, the duration of the project, costs associated, and a cumulative total for each year. Nadine suggested that we

include a precondition post condition element. The suggestion was that we speak to the risks and contingencies that a project requires for completion. Chris asked the committee if they agree he should pursue work on the document further. The committee agreed it was a valuable document. Brian added the idea of linking the document to the established objectives in the strategic plan. Chris will create a document to link the projects and objectives for review at February's meeting.

ETRIP Charter and RFP Dan Belles, Dirk Marler

Discussion and Information

Dirk Marler reports that Dan Belles has been leading the project and will hold an extensive meeting on January 4th to continue work on the data collection software project charter. A final charter for the project will soon be available. AOC is continuing work on the data collection software RFP. The remaining work of reformatting requirements and adding legal elements are needed for completion. Dirk reports that Dan Belles was designated as project manager and will begin attacking the process of acquiring a data collection software application.

Next Meeting: 14 February 2005